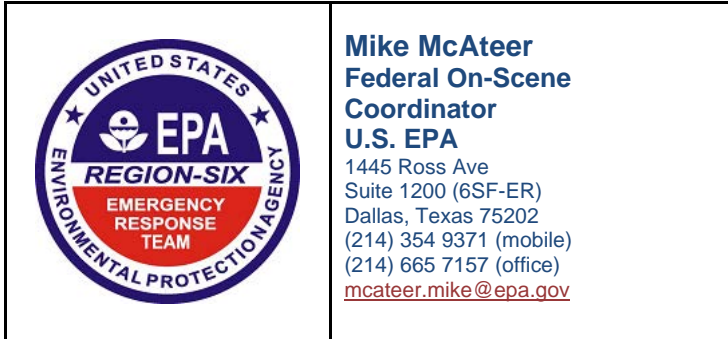

From: McAteer, Mike
Sent: Monday, September 18, 2017 10:22 PM
To: Mason, Steve
Subject: FW: Employees who need to amend PP+ due to Hurricane Harvey
Attachments: Fw: ACTION REQUIRED: PP+ Amendment - Harvey OT; Copy of Copy of Overtime Cert Form for SUPR.xlsx

Steve.... weren't you and I supposed to charge to **06L0X12** **Not 06L0X13??**



From: Smith, Monica
Sent: Monday, September 18, 2017 6:42 PM
To: Petersen, Chris
Cc: Carroll, Craig ; Bernier, Roberto ; McAteer, Mike ; Adams, Adam ; Brescia, Nicolas ; Delgado, Eric ; Mason, Steve ; Webster, Susan ; Carter, Timber ; Moore, Gary ; Foster, Althea ; Smalley, Bryant ; Crossland, Ronnie
Subject: Employees who need to amend PP+ due to Hurricane Harvey

All – the following EMB staff received an email from the R6HarveyFSC@epa.gov inbox informing them of the need to amend their people plus for pay period 24 and/or 25 since they originally charged their overtime hours toward the Superfund account.

- Roberto Bernier
- Mike McAteer
- Adam Adams
- Nic Brescia
- Eric Delgado
- Steve Mason
- Susan Webster
- Timber Carter
- Gary Moore

Let me know when you have amended your people plus appropriately.

By the way, the REOC Finance Section recommends we use the attached spreadsheet to track our hours as it calculates all OT including night differential.

Monica Smith

US EPA Region 6
Superfund Division
Emergency Management Branch
Planning, Prevention, Readiness & Response Section (6SF-EA)
1445 Ross Avenue
Dallas, TX 75202-2733
214-665-6780 office
469-766-3398 cell

From: R6HarveyFSC
Sent: Monday, September 18, 2017 6:09 PM
To: Smith, Monica
Subject: Fw: ACTION REQUIRED: PP+ Amendment - Harvey OT

From: R6HarveyFSC
Sent: Saturday, September 16, 2017 5:36 PM
Subject: ACTION REQUIRED: PP+ Amendment - Harvey OT

Hello,

You have been identified as an individual who charged overtime in PPL+ for pay period ending 9/2/2017, for work in direct support of the Hurricane Harvey Response. Due to system limitations in PPL+ in loading Mission Assignment specific account codes prior to the pay period ending, you were not able to reflect what overtime was worked related to the Harvey Response by directly charging the Mission Assignment.

Now that the account codes have been loaded into your PPL+, please go back into the pay period ending 9/2/17 and amend your overtime to reflect the proper Harvey charge code from your favorites: **16/17 BR 06LOX13 303DC6 H001**

Please do not attempt to amend a prior pay period until **Tuesday, September 19th** since PPL+ will be locked. If you have any questions please contact the R6HarveyFSC@epa.gov mailbox.

Thank you.

Harvey Finance Section

Overtime & Night Differential Calculator & Certification Form

Employee Name (Last, First):		Pay Period Ending Date:	
Site/Project Name:			

DAY	DATE	START	END	LUNCH	DINNER TIME TAKEN WITHIN WORK PERIOD	DINNER PERIOD HOURS	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK	OVERTIME	NIGHT DIFFERENTIAL
SUN											
MON							8.00				
TUE							8.00				
WED							8.00				
THU							8.00				
FRI							8.00				
SAT											
SUN											
MON							8.00				
TUE							8.00				
WED							8.00				
THU							8.00				
FRI							8.00				
SAT											
						TOTALS:	80.00	-		-	-

I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Employee Signature_____

Date_____

Employee Supervisor Signature_____

Date_____

R7 ROUTING:

- (1) Employee completes/signs
- (2) Timekeeper for PPL review/entry/rev
- (3) Supervisor for signature and PPL approval
- (4) Timekeeper for file retention